



Fiscal Accountability Checklist For Sub-Recipients of IDEA Part B Funds

INSTRUCTIONS

STEP 1 - Click the **Fiscal Accountability Checklist** link on the Funding and Fiscal Accountability website.

STEP 2 - Fill in the **Name of District/LEA** requested in the name area of the form:

Name of District/LEA	Enter name
----------------------	------------

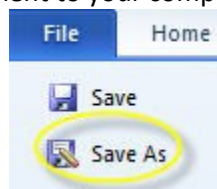
STEP 3 - Continue answering *each* question by clicking one of the “Yes/No/Not Applicable” checkboxes:

<input type="checkbox"/> Yes	Click only <u>one</u> checkbox
<input type="checkbox"/> No	
<input type="checkbox"/> Not Applicable	

STEP 4 - After answering *all* questions, fill in **Certification** section by entering your Name, Title and Date:

Certification	
As an authorized official, I hereby certify that, to the best of my knowledge, the information provided in this fiscal accountability checklist is true and correct.	
Enter name	
Name of Superintendent or authorized official	
Enter title	
Title	
Enter date	
Date	

STEP 5 - Save this completed WORD document to your computer by selecting File > Save As.



STEP 6 - Attach the saved file to an email.

STEP 7 - Email to ldwyer@sde.idaho.gov.